

Minutes

Steering Committee Meeting

July 15, 2003

1:30 – 3:45

10 Hazen Drive, Directors Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Jim Bronson

Note taker:

Brian Smith

Attendees:

Linda Farrell – Dept. of Safety Business Office

Kelly Michael – Title DMV

Chuck DeGrace – Dept. of Safety IT

Virginia Beecher – DMV

Arthur Garlow – DMV

Mary Kurkjian – Bearing Point

Rachel Henderson – Bearing Point

Glenn Ott – Bearing Point

Jim Bronson – Dept. of Safety IT

Brian Smith - Dept. of Safety IT

Lynda Mower – NHCTCA

Bonnie Bernard – DMV

Art Garlow – DMV

Sheri Kelloway – DMV

Rebecca Landry – City of Keene

Kirsten Hale – DMV

Betty Ramport – Town of Sunapee

Pat Waterman – Town Clerk

Pricilla Vaughan – DMV

Agenda Topics

I. Schedule			Jim Bronson
<ul style="list-style-type: none"> Review of the schedule and brief description of project milestones. 			
Action Items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> None 			
II. Recent Accomplishments			Jim Bronson
<ul style="list-style-type: none"> Final XML specification is being reviewed by vendors/cities. The state has had meetings to solicit questions regarding the specification. Low level design and DOS reviews of the design are complete. 			
Action Items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> None 			
III. In Progress			Jim Bronson
<ul style="list-style-type: none"> Updates from DOS low level design reviews. Designing additional functionality for State portion only Municipal Agent transactions, password change and plate/decal inventory release. SPOTS interface low level design. SPOTS will continue to work uninterrupted during the implementation of MAAP. 			
Action Items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> None 			
IV. Technical Team Status			Jim Bronson
<ul style="list-style-type: none"> Overview of the XML Interface and how the state is working with the cities and towns to find out what they need to be successful. Discussed the need for 2D barcode to be on registrations, title and decal to link the documents together. By tracking this information with barcode fraud will be made more difficult. Director Beecher is committed to implementing this technology. An implementation plan is not yet in place but is being worked on. Solution will need to address the needs of different types of users from clerks to inspection stations and state troopers. 			
Action Items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> None 			
V. Implementation Team			Chuck DeGrace
<ul style="list-style-type: none"> Implementation meetings scheduled to start this month and weekly thereafter. 			

- Many cities already have barcode readers.
- High level review of the implementation project plan and team list (handout).
- The timeline has been modified because of the later implementation date for MAAP.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Survey cities and vendors to see if any are already using 2d barcode readers. 		
VI. IT Issues		
Jim Bronson		
<ul style="list-style-type: none"> • Director Beecher is confident funding will be allocated for SPOTS. The issue currently under review. 		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Find funding source for SPOTS 		
VII. Business Issues		
Jim Bronson		
<ul style="list-style-type: none"> • There is no update on the Primedia contract. • Discussed the Business Issue document (handout). • MAAP presently is not tracking the audit permit number on registrations. A decision needs to be made regarding the tracking of this information. • There was discussion about using a single form for both original and certified copies of registration forms. Currently there is a different form for each. • The consensus is that cities and towns with vendor software will continue using vendor software for their local transactions and use MAAP for state transactions. • The Steering Committee will be included in the selection and implementation of the new printer technology. • The Steering Committee agreed to invite an auditor to the next meeting. 		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Determine if permit number tracking will be included in MAAP. 		
<ul style="list-style-type: none"> • Determine if we will use a single form for original and certified copies. 		
<ul style="list-style-type: none"> • Set up meeting to discuss the end of day report. 		
<ul style="list-style-type: none"> • Invite an auditor to the next Steering Committee meeting. 		
VIII. Project Contract & Funding		
Jim Bronson		
<ul style="list-style-type: none"> • Negotiations are in progress to approve amendment F to the contract with Bearing Point 		
Action Items:	Person responsible:	Deadline:

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| <ul style="list-style-type: none">• None | | |
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Next Meeting: August 19, 2003 at 10 Hazen Drive, 1:30